

Checklist for Minority Messenger visit		
Travel info:	Travel plan – send to MM Steering Group before the visit	
	Budget plan – send to MM Steering Group before the visit	
	Short description of the visit –send to MM Steering group before the visit	
	Accommodation	
	Time	
Expectations	Minority Messenger:	
	Visited Organisation(s):	
Venue information	Time Frame	
	Expected Audience: <ul style="list-style-type: none"> • Age • Background • Language • Number 	
	Agenda (Who does what?) <ul style="list-style-type: none"> • Methods • Games • Presentation 	
	Promotion material:	
	Technical Equipment: <ul style="list-style-type: none"> • Laptop • Projector • Audio 	
Do not forget!!	Gift for the host	
	Questionnaire	
	Evaluation form	
Follow up	Report	